



INDIANA UNIVERSITY

MAURER SCHOOL OF LAW

Bloomington

## **Career Services Office – Callback Interview Guide**

First of all, congratulations on making it past the initial interview and securing a callback! This guide will explain the purpose of a callback, and walk you through the callback interview process, from scheduling a callback, how to prepare for a callback interview, what to expect on the day of your callback, and how to follow up after it is finished. As always, feel free to schedule an appointment with someone from the Career Services Office if you want to talk through your callback interview and/or your job search in general.

### **Purpose of a Callback Interview**

A callback interview is an important opportunity for you to evaluate a firm/organization, and for them to evaluate you in more depth. By interviewing on-site, you will get a better sense of the firm's culture and will have the opportunity to meet more attorneys than you initially spoke with during your screening interview. If you are interviewing in a different city/state, you will also get to evaluate the geographic location and determine whether or not it is a place you could be happy in.

### **Scheduling the Callback**

A callback interview invitation can come as early as the day of a screening interview up until several weeks after, depending on the employer's recruiting schedule. You should respond to ALL callback interview offers within 24 hours, even if you are responding to let them know that you are still working to arrange your callback interview schedule and that you will let them know as soon as possible whether or not you will accept their offer.

Remember that, especially in this economy, it might be unwise to decline callback interviews without careful consideration. That being said, if you know you would not accept a job if offered from a certain firm/organization, it is best to decline their offer of a callback interview and allow another candidate to fill that slot. NEVER take a callback interview just to get a "free trip" to visit family or friends or to practice interviewing.

Be sure to request an itinerary from the recruiting coordinator so you can carefully plan for your visit and research the individuals you will be meeting with. Understand that not all recruiting coordinators will be able to give you a final itinerary more than a couple of days before your interview, and you might find that your itinerary has changed by the time you arrive for your interview.

If you receive multiple callback interview offers from firms/organizations in the same city, you can notify the recruiting coordinators and they can work together to plan your itinerary and share the costs of your trip.

For almost all callback interviews, the firm/organization will be paying for your travel and accommodations. In some cases you will make the arrangements yourself and be reimbursed by the employer. Be sure to ask the recruiting coordinator what their process is so you can plan accordingly. Remember that you are not to expect reimbursement for items from the mini-bar, first class travel, or other expenses beyond standard travel and lodging costs. To download the NALP Travel Expense Reimbursement Form, go to <http://www.nalp.org/forms>.



# INDIANA UNIVERSITY

MAURER SCHOOL OF LAW

Bloomington

## **How to Prepare for a Callback Interview**

Preparation for your callback interview will be similar to how you prepared for your screening interview. Be sure to know the organization well – talk to former summer associates, current employees, and the staff in the CSO to learn as much “inside information” as possible. Research the firm/organization and know what is happening in that city and practice area. Know yourself well – have carefully considered your strengths, weaknesses, greatest accomplishments, etc., and have examples to back up your answers.

Come in to the CSO to do a mock interview and/or to have a review of your interview attire. Attend the interviewing workshops offered by the CSO and/or watch the recorded presentations at your leisure online.

Know what questions you will likely be asked by the employer and thoughtfully craft a list of questions you have for them. Be sure to pack additional copies of your resume, transcript, writing sample, references, and business cards (if you have them). Check the weather for the city where you will be interviewing and pack appropriately (umbrella, warm coat, etc.).

## **What to Expect During Your Callback Interview**

Most callback interviews will last at least two-three hours, but some will go an entire day. Many will involve a meal – either dinner the night before or lunch on the day of. Remember that you are still interviewing, even when taking part in a more casual meal with junior-level attorneys. Do not order the most expensive (or messiest!) item on the menu, and practice proper etiquette.

Be sure you arrive for your interview 10 minutes early or less. If you are unsure of anything (where to hang your coat, where the restroom or water fountain are located, etc.), be sure to ask. Of course, be sure you are polite to EVERY person you encounter throughout the day, as most everyone you interact with will be giving feedback about you.

Your day might begin with a meeting with the recruiting coordinator, and then you will meet with various attorneys in the firm for meetings that will be anywhere from 20 minutes up to a full hour. Expect to see anywhere from three to ten attorneys during your day. If you have multiple interviewers in one session, be sure to make eye contact with everyone.

## **Following Up After Your Callback Interview**

While there is no consensus among recruiters on thank you notes, the CSO recommends that you send unique and personalized thank you notes out to those you met with and to the recruiting coordinator within 24 hours after your callback interview. Be SURE there are no errors in your letter, as that can make the difference in whether or not you receive an offer.

Submit your receipts and reimbursement form promptly after your interview.

Finally, evaluate the interview so you can identify what you did and/or did not like about the firm, and ways to improve for any future interviews. If you have questions about when you might hear back from the recruiters, or about anything else career-related, stop in to the CSO!